



COMDTINST 4650.9C  
JAN 15 1994

## COMMANDANT INSTRUCTION 4650.9C

Subj: PASSPORTS AND VISAS

Ref: (a) Joint Federal Travel Regulations  
(b) Department of Defense (DOD) Foreign Clearance Guide  
(c) Personnel Manual, COMDTINST M1000.6A (Series)

1. PURPOSE. This Instruction explains how and where to obtain passports and visas for military and civilian personnel on official international travel.
2. ACTION. Area and district commanders; commanders of maintenance and logistic commands; and Commander, CG Activities Europe shall ensure that the provisions of this instruction are followed when their personnel require passports and/or visas.
3. DIRECTIVES AFFECTED. COMDTINST 4650.9B is cancelled.
4. DISCUSSION. Travel to other countries places greater responsibility on the individual and requires considerably more planning than domestic travel. While travel to some countries by military personnel does not require the use of a passport, the majority of foreign travel will involve a passport. Visas are also required for some foreign travel. This instruction explains how to request, use, safeguard and renew passports and visas.
  - a. Diplomatic Passports. Diplomatic (black) passports are issued by the Department of State (DOS) Passport Office, Washington, DC to those government personnel and their

dependents for whom such a passport is vital to the performance of their duties. Such determination is made by DOS.

b. Official Passports. Official (red) passports are issued to Coast Guard members by the Department of State Passport Office, Washington, DC and the Passport Agency, Honolulu, Hawaii, if the following applies:

- (1) Under PCS or TAD orders to foreign countries which require U.S. military personnel or civilian employees to bear passports while on official business. This requirement is detailed by country in reference (b). NATO countries, and certain others specified in reference (b) only require active duty military personnel to have current ID card and NATO orders. (See Art. 4-A-16 of reference (c)) Official passports are not issued for travel to these countries.

c. No-Fee Passports. No-fee (green) passports may be issued to persons traveling abroad on official business for the U.S. Government and their dependents. Official business includes traveling abroad by commercial transportation to join a Coast Guard cutter in a foreign port. Coast Guard personnel requiring a no-fee passport must include with their passport application an official letter (original and two copies) from the applicant's commanding officer stating that the travel is on official business. Dependents of active duty members under PCS orders may obtain no-fee passports if their sponsor is assigned to a foreign country which requires passports for civilians. Reference (b) provides this information by country. No-fee green tourist passports contain a "Status of Forces" stamp which indicates that the dependent is command sponsored.

d. Tourist Passports. Regular, or "tourist" (green) passports may be obtained at members' initiative and expense for travel to countries not requiring official passports. A tourist passport can be a convenience overseas when on leave even if not required. NOTE: It is easier for members under PCS orders to overseas duty to obtain regular passports prior to departure than it is to attempt to acquire one after arrival overseas. The present cost is \$65.00 for a 10 year tourist passport.

e. Visas. In addition to passports, many governments require U.S. visitors to obtain a visa prior to departure. Visas are issued by the embassies and consulates of these governments in the U.S. Embassies are in Washington, DC and consulates are in many major cities but locations and numbers vary greatly. Visa application procedures differ widely in complexity, time, cost and documentation (which may include additional photographs) required and are subject to change.

While reference (b) contains current visa requirements by country, prospective travelers are ultimately responsible for contacting the appropriate embassy or consulate for their latest entry requirements. NOTE: If visas are to be obtained from a foreign embassy in Washington, DC, please coordinate through Commandant (G-CI).

f. DOD Foreign Clearance Guide. For information on ordering reference (b), call the Defense Mapping Agency Combat Support Center/IMA, commercial (202) 227-2426.

## 5. APPLICATION PROCEDURES.

a. Required Documentation. The following documentation is required for all persons applying for a passport for the first time, or if their passport has been expired for more than 12 months.

- (1) Department of State Form DSP-11, Passport Application. This form is self-explanatory, and may be filled in by pen. It is available from the following personnel and must be signed by the applicant in their presence:
  - (a) Designated passport agents at various U.S. military commands; Federal agencies in Washington, DC (including DOT - office code M-73.1/FTS phone (202) 366-4679); the Department of State Passport Office, Washington, DC; U.S. embassies or consulates overseas; or passport agencies listed in enclosure (1). (NOTE: DOT will not process tourist (fee) passports); or
  - (b) A clerk of any Federal or state court of record, or judge or clerk of any probate court accepting applications; or
  - (c) A postal employee designated by the postmaster at a post office which has been selected to accept passport applications.
- (2) Two identical passport photographs, 2" X 2" in size, and taken within six months of the date of application. They must be clear, front view, full face, and printed on non-glossy paper with white background. The photographs shall show the applicant in civilian clothing, with the image size from 1" to 1 3/8" in length, from bottom of chin to top of head. NOTE: Additional photographs may be required for visa purposes, as stated in 3.G above, and the same requirements usually apply.
- (3) Proof of U.S. citizenship. Any one of the following is considered proof of citizenship:

- (a) Applicants born in the U.S. and applying for their first passport shall submit either Their birth certificate, or a copy certified by its registrar, showing the registrar's signature and the raised, impressed, or multi-colored seal of the registrar's office. Photocopies of birth records and other citizenship evidence, other than copies issued under the seal of the official custodian of such records, are not acceptable. Citizenship and other documentary evidence, except affidavits and altered documents, will be returned to the applicant with the issued passport.
  - (b) Naturalized citizens, or those born to U.S. citizens abroad, shall submit either their Certificate of Naturalization issued by the Immigration and Naturalization Service, Report of Birth Abroad (form FS-240), or certificate of Birth issued by the Department of State (Form DS-1350 or FS-545).
  - (c) Proof of U.S. citizenship is satisfied for regular Coast Guard officers (lieutenant or above) by their listing in the Register of Officers (COMDINST M1427.1 Series). Provide a copy of the appropriate page of the Register and the page explaining the status code with application.
- (4) Proof of Identity. Applicants must establish their identity to the satisfaction of the passport agent. This may be accomplished by the agent's personal knowledge of the applicant, or by presentation of any of the documents listed below, provided they contain the signature and either a physical description or photograph of the applicant. As a general rule, Social Security cards, credit cards, any temporary card or document, or a document which has been altered or changed in any manner, are not acceptable proof of identity. Birth or baptismal certificates do not constitute evidence of identity. Acceptable documents to establish proof of identity are:
- (a) A previous U.S. passport; or
  - (b) A government identification card (military, Federal, state or municipal); or
  - (c) A valid driver's license (other than a temporary or learner's permit); or
  - (d) A Certificate of Naturalization or Certificate of Citizenship; or

JAN 15 1994

- (e) The affidavit of an accompanying witness who is a U.S. citizen or permanent resident alien, who has known the applicant for at least two years, and who can establish his or her identity by one of the above means. The affidavit must be signed in the presence of the passport agent.

b. Subsequent application. Applicants for a subsequent passport may submit State Department Form DSP-82, Application for Passport by Mail, without having to appear before a designated agent or providing other proof of identity or citizenship as required in paragraphs 4.a.(3) and (4) above. The applicant must, however:

- (1) Submit the most recent previous passport issued in the applicant's own name within the past 12 years,
- (2) Have been at least 18 years old when the previous passport was issued, and
- (3) Submit two identical passport photographs as required by paragraph 4.a.(2) above.

c. Requirements for No-Fee passports. In addition to the documents identified in paragraph 4.a. above, personnel applying for diplomatic, official, and no-fee passports must also submit the following:

- (1) Two copies of DOT Form F 1500.7, Request for Official Passport Action, blocks 1-5. This form should be typed. One copy will accompany the application, and one forwarded to Commandant (G-CI), with accompanying information on date and place of application. A copy of DOT Form F 1500.7 is attached as enclosure (2) for reproduction and use.
- (2) Dependents applying for no-fee passports should enclose a letter of justification from the members command. An example is provided as enclosure (3).
- (3) One copy of Coast Guard PCS or TAD orders identifying the specific country (ies) to be visited.

d. Requirements for Diplomatic passports. Applicants for diplomatic passports must be granted Diplomatic Title by the Department of State, Office of Title and Rank, prior to processing applications. Commandant (G-CI) will request Diplomatic Title of the State Department for appropriate individuals upon receipt of a copy of their PCS orders.

6. DEPENDENTS. All dependents accompanying active duty military members to countries which require a passport for entrance are entitled to obtain a passport. The type of passport issued will depend on the following circumstances:

a. Entitlements. Dependents are entitled to diplomatic or official passports when accompanying Coast Guard members who are authorized to bear diplomatic or official passports incident to PCS orders if the PCS transfer is to a country requiring passports of members as listed in reference (b).

(1) Dependents are entitled to no-fee passports when accompanying Coast Guard members who are authorized to bear official passports by reference (b).

(2) Dependents are entitled to no-fee passports when accompanying Coast Guard members to countries that, while not requiring a passport of the member, do require them for dependents.

7. APPLICATION PROCESSING, ISSUANCE AND REIMBURSEMENT.

a. Processing points. With the exception of applications made to the Passport Agency in Honolulu, all applications for official passports are forwarded by the passport agent to the Department of State Passports Office, Washington, DC.

b. Agency interaction. The Official Travel Section of the Department of State Passport Office coordinates approval and return of official and no-fee passports with Commandant (G-CI) through the passport agent in the Department of Transportation, Personnel/Information Security Branch.

c. Period of validity. Official and no-fee tourist passports are normally valid for five years but may be issued only for the stated duration of official business travel.

d. Reimbursement. Section U512.5 of reference (a) addresses the issue of reimbursement for costs of purchasing photographs, birth certificates, etc., in support of passport application. Reimbursement for regular (tourist) passports is determined by travel into or through High Threat Areas. High Threat Areas are determined by the Office of the Secretary of Defense (OSD) and published periodically by message in the Coast Guard Intelligence Coordination Center Terrorism Threat Assessment Summary. The latest High Threat Area information is available from district law enforcement offices, the Intelligence Coordination Center, or Commandant (G-CI).

e. Processing time. Passport application processing takes **four weeks or more** depending on the time of year. This must be considered when planning an overseas PCS transfer as a copy of transfer orders must be included for no-fee passport requests.

8. CUSTODY AND RETURN OF PASSPORTS.

a. Ownership of passports. Official, diplomatic and no-fee passports are the property of the U.S. Government, not the individuals to whom they are issued. When not in use, they should be securely stored. On transfer from the duties under which the passport was issued, the command should transmit the member's official passport via certified mail to Commandant (G-CI) for cancellation. Member may retain possession of an official passport if new duties will also require official foreign travel. Note: A written request to return the cancelled passport to the member as a memento will usually be honored.

b. Security of passports.

- (1) Commands are responsible for ensuring that official passports are maintained for authorized billets and that they are securely stored when not in use. Official passports of personnel transferred to duties that do not require official foreign travel are to be transmitted to Commandant (G-CI) for cancellation.
- (2) All passport holders should make note of the passport number and date and place of issue. This information should be protected, away from the passport, in case the passport is lost or stolen.
- (3) If a passport becomes lost or stolen, Form DSP-64, "Statement of Lost or Stolen Passport", must be obtained from and submitted to one of the passport agencies listed in enclosure (1), copy to Commandant (G-CI). An application for a replacement passport should accompany the DSP-64. If the loss occurs while traveling in a foreign country, the bearer shall immediately report the loss to the nearest American embassy or consulate.

9. MODIFICATION AND RENEWAL.

a. Additions. Additional blank visa pages for a passport may be obtained prior to the expiration of a passport from passport agencies listed in enclosure (1).

b. Renewal. A passport which is due to expire may be submitted for renewal, together with a new set of application documents and pictures, provided that the justification for its issuance remains in effect. Renewal of a passport takes four weeks or more to process, depending on the time of year.

10. RESPONSIBILITIES

a. Commandant (G-CI) will:

- (1) Assist Coast Guard personnel (and their dependents) in obtaining diplomatic, official, and no-fee passports and visas (when required) and monitor those applications as appropriate; and
- (2) Forward returned official passports to the Department of State Passport Office for cancellation.

b. Unit commanding officers shall:

- (1) Assist Coast Guard personnel (and their dependents) in obtaining diplomatic, official, and no-fee passports and visas (when required);
- (2) Ensure that passports are returned to Commandant (G-CI) when bearer is transferred to duties that do not require official foreign travel; and
- (3) Keep a log of passports held by unit personnel, noting the passport number, and date and place of issue.
- (4) Immediately report the loss of passports and attendant circumstances to the passport agency and Commandant (G-CI).

c. Bearers of diplomatic and official passports shall:

- (1) Use passports only for the conduct of official Coast Guard business;
- (2) Return passports to the commanding officer upon transfer from duties for which the passport was issued if new duties do not require official foreign travel; and
- (3) Immediately report the loss of passports and attendant circumstances to the commanding officer and, if the loss occurs while traveling in a foreign country, to the nearest American embassy or consulate.

ROBERT T. NELSON  
Vice Admiral, U.S. Coast Guard  
Acting Commandant

- Encl: (1) Locations of Passport Offices  
(2) DOT Form F 1500.7  
(3) Sample Letter of Justification



ADDRESSES OF PASSPORT AGENCIES

Boston Passport Agency  
Thomas O'Neil Federal Bldg  
10 Causeway Street  
Boston, MA 02222  
Recording (617) 565-6698  
Inquiries (617) 565-6990

Chicago Passport Agency  
Kluczynski Federal Building  
Suite 380  
230 South Dearborn Street  
Chicago, IL 60604-1564  
Recording (312) 353-5426  
Inquiries (312) 353-7155

Honolulu Passport Agency  
New Federal Building  
Room C-106  
300 Ala Moana Blvd.  
Honolulu, HI 96850  
Recording ((808) 541-1919  
Inquiries (808) 541-1918

Houston Passport Agency  
Mickey Leland Federal Bldg  
Suite 1100  
1919 Smith Street  
Houston, TX 77002  
Recording (713) 653-3159  
Inquiries (713) 653-3153

Los Angeles Passport Agency  
Room 13100  
1100 Wilshire Blvd.  
Los Angeles, CA 90024-3614  
Recording (310) 575-7070  
Inquiries (310) 575-7075

Miami Passport Agency  
Federal Office Bldg, 3rd Flr  
51 Southwest First Avenue  
Recording (305) 536-5395  
Inquiries (305) 536-4681

Stamford Passport Agency  
One Landmark Square  
Broad and Atlantic Streets  
Stamford, CT 06901-2767  
Recording (203) 325-4401  
Inquiries (203) 325-3538

New Orleans Passport Agency  
Postal Services Building  
701 Loyola Avenue Room T-12005  
New Orleans, LA 70013-1931  
Recording (504) 589-6161  
Inquiries (504) 589-6161

New York Passport Agency  
Rockefeller Center  
Room 270  
630 Fifth Avenue  
New York, NY 10111-0031  
Recording (212) 541-7700  
Inquiries (212) 541-7710

Philadelphia Passport Agency  
Federal Building  
Room 4426  
600 Arch Street  
Philadelphia, PA 19106-1684  
Recording (215) 597-7482  
Inquiries (215) 597-7480

San Francisco Passport Agency  
Tishman Speyer Building  
Suite 200  
525 Market Street  
San Francisco, CA 94105-2773  
Recording (415) 744-4444  
Inquiries (415) 744-4010

Seattle Passport Agency  
Federal Office Bldg, RM 992  
915 Second Avenue  
Seattle, WA 98174-1091  
Recording (206) 553-7941  
Inquiries (206) 220-7788

Washington Passport Agency  
1425 K. Street N.W.  
Washington, DC 20524-0002  
Recording (202) 647-0518  
Inquiries (202) 326-6020

JAN 15 1994

DEPARTMENT OF TRANSPORTATION REQUEST FOR OFFICIAL PASSPORT ACTION		
TO: Director, Passport Office Department of State Washington D C 20524	IN REPLY REFER TO Miss White OST/DOT (202) 366-4679	DATE
Please take necessary action for the issuance of an official passport to accomplish the following travel. The completed passport shall be released to the DOT passport agent in Washington for transmittal to applicant		
1 NAME AND TITLE OF TRAVELER		
2 ORGANIZATION AGENCY		
3 COUNTRIES TO BE VISITED AND PURPOSE OF TRAVEL		
4 APPROXIMATE DEPARTURE DATE		
5 APPROXIMATE RETURN DATE		
6 IF TRAVELER WILL BE ACCOMPANIED BY DEPENDENTS LIST THEIR FULL NAMES PLACE & DATE OF BIRTH		
APPROVAL ACTION		
DOS Approved for travel under PL 87-195 dated 9-4-61		
DATE:		

Department of State  
Passport Office  
1425 K. Street  
Washington, DC 20524-0002

Dear Sir:

1. The following information is submitted to meet the requirements of Chapter 13 of the Passport Agent's Manual.
2. \_\_\_\_\_ (member), SSAN, USCG is under official Coast Guard orders to \_\_\_\_\_ (duty station), located in \_\_\_\_\_. (city and country)  
Date of departure is \_\_\_\_\_ and date of return is estimated to be \_\_\_\_\_.
3. \_\_\_\_\_ (country) portion of the DOD Foreign Clearance Guide requires that dependents of military members have passports. For this reason, request you process the enclosed application(s) for No-Fee tourist passports.
4. For questions or further assistance, \_\_\_\_\_ (unit) point of contact is \_\_\_\_\_, at (\_\_\_\_)\_\_\_\_\_.

\_\_\_\_\_  
Commanding Officer

Encl: (1) Copy of official PCS orders  
(2) No-Fee Passport Application(s) for \_\_\_\_\_  
Dependent(s)